

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMITTEE

Summary of Minutes

December 16, 2003

Voting Members Present:Chairman Dennis A. Garrett, Director, Arizona Department of Public Safety

Ray Allen, Assistant Fire Chief, City of Tucson Fire Department

Harry Beck, Fire Chief, representing Michael Fusco, Fire Chief, Arizona Fire Chiefs Assoc.

Hal Collett, Sheriff, Arizona Sheriffs Association

Dave Faulkner, Commander, representing Harold Hurtt, Chief, Phoenix Police Department

Jan Hauk, President, Arizona Fire Districts Association

Kermit Miller, Asst. Chief, representing Richard Miranda, Chief, Tucson Police Department

Frank Navarrete, Director, ADEM/Governor's Office of Homeland Security

Roy Ryals, Director of EMS Services, Rural/Metro Ambulance

Larry Stevens, Commander; representing Danny Sharp, Chief, Oro Valley Police Department

Nate White, Division Chief, Phoenix Fire Department

Voting Members Absent:

Jim Zieler, Chief, St. Johns Police Department, AACOP Representative

Other Attendees:

Manny Agah, Manager, Arizona Department of Transportation/Traffic Operations Center

Mark Bare, Manager, Motorola

Chuck Brotherton, Maricopa County Wireless Systems

Dennis Busby, M/A-Com, Inc.

Fred Christley, Manager, Arizona Game and Fish

Donna Contreras, Operational Communications Supervisor, Arizona Dept. of Public Safety

Milan Dobras, Telecommunications Engineer, Arizona Department of Public Safety

David Felix, Lt. Colonel/CJSD Assistant Director, Arizona Department of Public Safety

Bill Gates, System Administrator, Tohono O'Odham PD

Joe Gibson, Communications Center Manager, Southwest Ambulance

Charles Hangarner, Detective, Tohono O'Odham PD

Jeff Harris, Network Analyst, Maricopa County Wireless Systems

Joe Hindman, Technology Director, Scottsdale PD

Michael Hudson, Communications Supervisor, Avondale PD

Joe Jakoby, Systems Engineer, City of Tucson

Les Jones, Communications Project Liaison, City of Mesa

Curt Knight, Telecommunications Bureau Manager, Arizona Department of Public Safety

Dennis Koenig, Safety Officer, NavApache Regional Medical Center)

Eric Landau, Arizona Department of Public Safety

Tom Lannon, Commander, Phoenix PD

Brady Lee, Chief Probation Officer, Arizona Chief Probation Office

Andy MacFarlane, Communications Engineering Manager, Phoenix Fire Department

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Darren McDowell, EMS Coordinator, NavApache Regional Medical Center
Oscar Miranda, Lieutenant, Pima County Sheriff's Department
Chris Nadeau, Communications Manager, Goodyear PD
Pat Nelson, Records Program Coordinator, Criminal Justice Commission
Joe Noce, Public Safety Communications Administration, Mesa PD/APCO
Joan Olson, 800MHz Training Coordinator, Phoenix PD
Jim O'Melia, Wireless Systems Engineering Manager, Motorola
Mark Openshaw, Assistant Fire Chief, Gila River Fire
Cy Otsuka, Communications Engineer, Gila River PD
Steve Owen, Research Project Manager, Arizona Department of Transportation
Stan Park, Arizona Department of Corrections
Matt Parks, Assistant Director, Arizona Division of Emergency Management
Bill Phillips, Telecommunications Administrator, IT Department, City of Phoenix
Paul Punske, Motorola, Inc.
Steve Powles, Telecommunications Engineer, Arizona Department of Public Safety
Larry Sayers, Radio Communications Manager, Pima County
Vicky Scott, Communications Bureau Manager, Peoria PD
Mike Sumnicht, Strategic Business Manager, Motorola
Scott Tillman, Telecommunications Engineer, Arizona Department of Public Safety
Lou Trammell, Assistant Director, Arizona Division of Emergency Management
Jay Vargo, Communications Officer, Arizona Division of Emergency Management
Steve Werner, Chief, Maricopa County Sheriff's Office
Bill Washington, Captain, Tucson PD
Greg Wilkinson, Assistant Director, ITS & Telecommunications Services, City of Yuma
Dan Wills, Sedona Fire
Karl Witbeck, Managing Consultant, RCC Consultants, Inc.

Call to Order

Curt Knight, representing Director Dennis Garrett (the first part of the meeting) opened the meeting at 1:05 p. m. Roll call and introductions of the attendees took place.

Macro Corporation Briefing

Curt Knight provided an update to the MACRO Corporation briefing to the committee on Phase I of the needs assessment during the PSCC meeting September 23, 2003. The interviews conducted throughout the state were also completed on September 26, 2003. Data collection of Phase I is complete, and a final report is due January 2004.

Phase II of this project includes technology and design configuration. It will determine for the committee, three of the most suitable solutions for an interoperable radio system for the state. It is in the early stages of Phase I, as far as the final report to the PSCC. There was a good response on the interviews conducted. Response to-date: 88 prime agencies; 83 general agencies. A total of 171 groups that represented a radio user within a jurisdiction (143 were received directly from a web-based user). Conducted 99 meeting type interviews throughout the

state. The RFP that MACRO Corporation was awarded, dictated that they talk to 15 counties and MACRO met that requirement. Fire Districts seemed to be a little lacking because of incorrect phone numbers and/or e-mail addresses. To the PSCC's credit, MACRO indicated this is the largest data collection they have engaged in.

Analysis is ongoing at MACRO Corporation. There are two data outputs from Phase I: 1) interviews conducted with face-to-face groups, and 2) web-based products. MACRO will brief the committee on the Phase I final report at the next meeting on March 23, 2004. The survey and web-based analysis will be in the form of a CD. The data is in excess of 2000 pages if all the survey data is included. An Executive Summary Report with inclusions (approximately 40-50 pages) will encompass all of the data, if interested in looking at your agency or similar counties, jurisdictions, fire departments, etc..

Curt Knight accentuated some of the emerging needs based on the surveys.

Phase II has commenced, and it includes the technology and design configuration. The design is for the complete system - not just the wireless part. Three viable solutions, as well as means to migrate solutions will be presented. The most critical part will be the transition plan. A Phase II draft report is due June/July 2004.

Use of MACRO Data for Statewide Interoperability Project

David Felix brought up a request that came up during a discussion on the short-term interoperability projects around the state. Four Southern counties are being deployed. There is still the issue of the other 11 counties, and any other interoperability assistance the state may be providing to some of the counties. That will require an RFP. Instead of hiring someone to come in and re-do all of the assessments that have been done (what MACRO has done) is the transition from where we are today, to the long-term interoperability plan. It makes sense that whoever is hired for this process of short-term interoperability; and rather than duplicating the process, the MACRO data be used. Instead of duplicating the same assessment, maybe do a fill-in or a follow up in a limited manner. When Frank Navarrete and some of us discussed this issue, the question was raised as to whether we could share this data for that purpose. David Felix stated that based on the how the contract went out, the PSCC owns the data. David Felix asked for input from the committee.

A specific project involving Pima County, that dealt with ACU1000's was brought up, and a question was raised about the value of sharing the data. David Felix was asked to define the details pertaining to Southern counties. David Felix defined that a consultant was hired and surveys were done on the four counties in the Southern area. Based on that initial survey, they have started to purchase and install equipment for those four counties, starting with Yuma. This was outside of MACRO's process.

It was clarified that the project with Pima County was separate, and that David Felix was suggesting sharing data from the MACRO Corporation.

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Someone suggested that sharing data seemed to be a reasonable solution, because the same questions were being asked.

Harry Beck made a comment that if a study was done to develop a plan for a more comprehensive solution, the information needs to be used by any one that can help that process along. But there needs to be a commitment that we are not going to fall short, and that we need to pursue the long-term comprehensive solution.

A motion was made by Roy Ryals to take the data MACRO has collected (when ready), and make use of it by including it as part of an RFP, by making it available to a vendor who will complete the remaining 11 counties. Motion was seconded by Hal Collett. Motion passed.

White House Spectrum Management Initiative

Copies of this initiative were provided.

Legislative Proposal

David Felix mentioned Kermit Miller and his staff did an excellent job of showing the pros/cons and alternatives for an oversight committee, formalizing a committee, e.g. the PSCC, to oversee our interoperability and communication needs for the state. DPS is required to put those proposals forward and get approval from the Governor's Office. That has been a very slow process. To-date, they have not approved moving ahead with the legislative proposal.

One thing in Kermit Miller's proposal, is there are some places doing exactly what we are doing. It just means it is an informal (or formalized through a Charter) committee that can carry on the work we are doing; short of having any funding. Director Garrett indicated that one of the problems is that we have to eventually ask for funding. There are some legislators involved in the process, and we are working on that; waiting for the Governor's office to allow us to proceed.

Strategic Plan Updates

FUNDING SUBCOMMITTEE - David Felix reported providing ACJC with a general dollar amount concerning plans for Phase II pertaining to developing a design and tying a little more definitively what the system would look like and the amount of money it will take to make that happen.

GRANTS AND FUNDING - Pat Nelson indicated \$310K is available for use, and reported not receiving discretionary funds.

CONGRESSIONAL CONTACTS - Director Garrett has meetings scheduled with Congressional Delegates on a different issue, and will use that as a platform to talk to them about the committee needs in the way of support from Congress.

Director Garrett also mentioned recently receiving the document on the White House Spectrum Management Initiative. He has not had the opportunity to discuss it with DPS management to determine a position, and determine which way the state and local agencies are best served. Is it

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best to go to the federal frequency allocation system, or stay with the FCC? Any input should be forwarded to Director Garrett.

HOMELAND SECURITY ISSUES - Frank Navarrete reported on a couple communication related issues. The Governor's Office of Homeland Security has been working closely with Director Garrett, and the FBI. They are close to signing a lease on a 24/7 Counter Terrorism Center which will benefit everyone. Frank Navarrete is meeting with the Governor's office this week to recommend moving forward. It is a large facility, located in the Northwest part of Phoenix. There was a strong commitment from the JTTF, DPS, as well as many in this room. It looks favorable.

The other issue is a strategic action item to link Criminal History databases, under the Criminal Justice Commission, as well as any issues dealing with Homeland Security.

INTEROPERABILITY EXERCISES - Jay Vargo reported on the exercise in Nogales on November 15, 2003. He mentioned being successful in connecting the Governor to the Incident Command. The first notion is that it wasn't as smooth as it could have been. It was agreed there are some things that need to be done better next time.

Accomplishments:

Overall, the assessment indicated the ACU 1000 was operational throughout the exercise, and was utilized as needed. No major hardware/software issues with the equipment was reported. It basically worked the way it was supposed to. The use of inter-agency frequencies and other county equipment and services, including cell phones, etc. were utilized and part of evaluating it successful as well. The use of amateur radios between 7 counties, and the State EOC, helped back up our communications. Those were successful, and communications were established in HF, UHF, VHF & 800.

Primary Shortcomings:

Communications Plan. Observations were that they dealt with the Central Command and Control point to oversee the management communications plan, when this was in the field. Information regarding the communications plan, the interoperability needs, and changes as they were occurring, were somewhat confusing, including to the people out in the field. Also, there is an EOC within the City, the County, and the State. Communications and how things were happening in the Incident Command, were dependent on whether you were monitoring the right frequency. If you were not on the right frequency, you had to get the information, or you had to go back into the EIC or UC to get the status. This created more traffic in the Incident Command. The Incident Commander was very busy dealing with putting out fires (saving people), and trying to get information out. The whole coordination is a Communications Plan, and cooperation between agencies.

They will complete an after action report in 3-4 weeks. Participants will complete evaluation forms and feedback will be requested to get a better understanding.

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David Felix indicated there are two types of Communication Plans. A Communications Plan for the State, which is more of a long-term solution on achieving interoperability by using some type of coordinated standards. Another plan is one that Nate White has suggested. It is the need for some type of comprehensive operational plan where each county helps develop a matrix to improve interoperability today; based on what we have. Nate White mentioned this is some of the work the SIEC is going to do, to help solve some of those problems. The SIEC will be making recommendations. Technically, MACRO Corporation is working on some assessment needs and recommendations. On the operational end, they do not have a formal task/mission, except that of the SIEC's point of view. Included in the final plan, is to develop an Operational Plan.

OUTREACH AND EDUCATION - David Felix is conducting a presentation for the Arizona Ambulance Association on January 15, 2004, in Laughlin, Nevada.

SIEC ACTIVITIES - Nate White reported on the SIEC activities. The PSCC is the State Interoperability Executive Committee (SIEC). The PSCC established the SIEC working group to establish procedures and define goals/scope of the SIEC; mostly to administrate 700 MHz band channels. Nate White is the Chairman of this working group. He has developed a mission, and a diverse working group (to include law enforcement, fire, EMS, emergency management, Homeland Security, federal, non-government agencies, and Indian Tribes/Reservations). To better represent the interests of the PSCC, the SIEC is recommending designating a law enforcement co-chair. Ideas from their first two meetings suggested Paul Wilson or Mike Sacco. Nate White requested input from the committee and suggested a law enforcement co-chair was to get better cooperation statewide. In addition to the law enforcement co-chair, the SIEC wants to provide a balance representation from some of the areas out side of Maricopa County, and suggested that people come forward to volunteer.

David Felix endorsed Paul Wilson as a first choice and offered to make personal contact with him.

Recommendations were also made to have a balance on the technical side. Recommended were: Jim Perry, Tucson; Kevin Rogers, Flagstaff, and Greg Wilkinson, Yuma. Curt Knight will assist with the technical side.

Mission of the SIEC.

1. To have a diverse group.
2. Develop a recommended process to the committee.
3. Develop a statewide interoperability plan and protocols for the entire state. Have a recommendation operationally, with recommendations in the following areas under four different groups.
 - a. Managed spectrums (licenses and administration of channels). Come up with an idea, develop a draft recommended plan and present it to this committee.
 - b. Response plans and help develop a command structure to deal with unified

- command state wide and make recommendations to this committee.
- c. Developing chains of command; overall organizational plan.
- d. Develop models for MOU's, IGA's, and Declarations, with legal considerations.

4. Develop and expand stakeholder list.

The SIEC has asked for input as to which group they should focus on. Anyone interested in electronic copies of the SIEC minutes, or interested in participating in these working groups should submit names or contact Nate White.

It was requested to bring forward comments of the AARC. The only comment made was that the AARC serves at the pleasure of the FCC.

Nate White suggested developing a web page if funding becomes available. David Felix suggested providing the information (minutes, mission statement, etc.) to DPS to provide to the DPS web master for posting on the DPS web site.

Open Discussion / Comments

The narrow band or the re-farming below the 512 MHz has been held "stayed." We are back to "status quo" as far as being able to coordinate a license at the moment; essentially what would be wide band or 25 KHz voice channels (below 512 MHz). There is a concern about whether equipment compatible in both wide and narrow band will continue to be available in the foreseeable future. The question was posed to the manufacturers for comment. The response was that there has been no change as to how long equipment will be manufactured.

Lou Trammell reported on Homeland Security dealing with interoperability and correction control. Based on an initiative, the Department of Emergency and Military Affairs was tasked with the responsibility to develop a continuity government plan to exercise in March 2004. He brought up the RFP on the 11 counties for short-term interoperability solutions, and are looking at a January/February 2004 time frame, which will include MACRO.

Ray Allen made a request to the committee, for a letter of support to use bond monies for the Pima County radio systems.

Next Meeting

The next meeting will be held at 1:00 p.m., Tuesday, March 23, 2004.

Adjourn

Meeting was adjourned at 2:27 p.m.